

MEETING MINUTES
CHARLOTTE RANCHETTES STREET & DRAINAGE UNIT ADVISORY COMMITTEE
January 8, 2015 – Regular Meeting
9:00 a.m. – Public Works Conference Room

Attendees: Doug Buuck, David Choken, Joe Dutton, and Charles Rinehart

Absent: Victor Dudash (excused)

County staff: Mike Dallenbach, Karly Greene, and Dawn Harrison, Francine Lisby, and Linda Rohmer-Free

Guests: Sign-in sheet attached

The meeting was called to order at 9:05 am. A roll call was taken and a quorum was present.

The minutes from September 18, 2014 were unanimously approved as written.

Citizen Input on Agenda Items Only (3 Minute Limit):

- None

New Business:

- Financial Report – Ms. Harrison provided the financial report for Committee review. There was discussion related to the FY 2013/14 ending fund balance, shearing costs, the 3 month actual report, and power shearing funds for FY 2014, FY 2015, and related purchase orders. Ms. Rohmer-Free explained the current FY timeline, indicated the 3 month actual report is not yet complete, and detailed the beginning balance for FY 2015. Ms. Harrison affirmed she would provide the Committee the 3 month actual report once received.
- Ms. Rohmer-Free explained the 2 year budget process and budget packet provided to the Committee including draft FY 2016 and FY 2017 line item budgets, ending balances, and activity reports, commented on the additional or increased work proposed for FY 2017, and responded to related inquiries. Discussion occurred regarding Committee control of proposed work plans, grading contract costs, concerns of a 2 year budget cycle, reserve balances, historical experience for drafting budgets, the process related to transferring funds within the MSBU, estimated costs for proposed grading, the width of streets to be graded by the contractor, the amount of MSBU collections, materials for road grading, and inspector costs per hour. Ms. Harrison confirmed that money could be transferred through MSBU budgeted line items. Mr. Dallenbach mentioned estimated grading costs are not yet known, indicated both linear foot and square foot prices are included within the grading contract, and stated the Contractor could be instructed to grade the center line out to 18 feet for roads. Mr. Dutton motioned to approve the draft budget, seconded by Mr. Buuck and passed unanimously.
- Activity Report – Ms. Harrison provided the activity report for Committee review and there were no questions. There was discussion regarding concerns related to the inability to decipher the amount of funds for road repair per road. Ms. Rohmer-Free indicated separate work orders are required, explained the related process, and noted differences between contractor services versus County services. Discussion continued related to how completed work is inspected.

MEETING MINUTES
CHARLOTTE RANCHETTES STREET & DRAINAGE UNIT ADVISORY COMMITTEE
January 8, 2014 – Regular Meeting
Page 2

- Work Plan Schedule – Mr. Dallenbach questioned Committee preference for road grading work and asked that the original plan be reviewed. Discussion occurred related to contractor responsibilities for road grading. The Committee agreed to continue with the original map and plan.
- Request for additional funding for shearing on 7000 block of Acorn. Joe Dutton – Mr. Dutton explained the issue and noted the entire block is not involved. Mr. Dallenbach indicated the work could be done via a flail mower in house. Ms. Harrison provided additional detail of the estimated work and costs. The Committee agreed to conduct the work.
- Election of Officers – Mr. Rinehart nominated Mr. Buuck as Vice Chair, there were no other nominations, and Mr. Buuck accepted the nomination. The Election for Chair will take place at the March 2015 meeting.

Open discussion:

- Mr. Buuck commented on shearing conducted on the west side of Grove Boulevard and questioned the responsibility of the MSBU. Mr. Dallenbach indicated the road was highlighted per the map. Ms. Harrison indicated the work was then paid for, recommended the other portion of Grove Boulevard be amended to be included within the MSBU territory, and asked that consistency be considered for territory amendments. Discussion continued related to proposed MSBU territory amendments. The Committee agreed the width of property for territory amendments be 330 feet, touching MSBU roads, and that Mr. Rinehart was to provide a map to for consideration. Discussion occurred related to grading on Swiss Boulevard and if the road should be included within the grading Contract.
- Ms. Harrison indicated an agenda item was requested by Mr. Dudash regarding backyard ditch clearing and obstructions. Mr. Dallenbach asked that the item be discussed at the next meeting and affirmed that an Engineering Project Manager could be invited to the next Committee meeting. Discussion continued related to easement issues and past requests for cleaning of backyard ditches.

Citizen Input on MSBU Related Items Only (3 Minute Limit):

- None

Items for next agenda:

- Backyard ditches and cross ditches
- Election of Chairman

The next meeting is scheduled for Thursday, March 19, 2015 at 9:00 am, in the Public Works Conference Room.

The meeting adjourned at 10:12 am.

Kenny Raut for Karly Greene

Submitted by: Karly Greene
Public Works Department

[illegible]